



**STATE OF CONNECTICUT
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
BUREAU OF OUTDOOR RECREATION
DIVISION OF STATE PARKS AND PUBLIC OUTREACH**

Special Use License Application

This application applies only to Department of Energy and Environmental Protection (DEEP) properties (state parks, forests, scenic preserves, etc.). It must be completed by the applicant and submitted with all required supporting documents (i.e. Event Diagram, Staff Assistance Attachment, etc.) to the DEEP park supervisor of the property you are requesting **at least** thirty (30) days prior to the requested starting date. Depending on the complexity of the request, some applications may require more than thirty (30) days to process, so please plan accordingly.

If you are uncertain how to answer any questions on this application, please consult with the park supervisor.

If you will be requesting **DEEP staff assistance**, including but not limited to opening a park early, providing extra trash pick-ups, traffic control, or security you must include the Staff Assistance Attachment with this application.

PART I: Licensee & Event Coordinator Information		
NOTE: Organizations should complete Sections A & B, as applicable. Individual applicants should complete Section B only.		
	Section A: Organizations Only	Section B: Organizations & Individuals
	Organization's Information: Provide the full legal name (as it shall appear on the license) and the official business contact information of the organization requesting the license. If registered with the CT Secretary of State, information below must match registration.	Event Coordinator's Information: Organizations should provide the name and direct contact information of the event coordinator. For applicants applying as individuals, provide your full legal name (as it shall appear on the license) and your personal contact information.
Name: Street Address: Town, State, & Zip Code: Office Number: Cell Number: Fax Number: Email Address:		

PART II: General Description	
Location(s) of the Proposed Event:	
Title of the Proposed Event:	
Description of the Proposed Event:	(Be as specific as you can. Include extra pages if necessary.)

PART III: Event Schedule

Many special events are comprised of several phases, typically including set-up, registration, the event itself, and clean-up. Often these phases span several days, but they can also occur all in a single day. For each day of your event, please use one box below to indicate the beginning and ending times for any of the phases applicable to that day. If a phase is not applicable to a particular day, please indicate 'N/A' in the space provided. Include the first day when equipment is to be set-up or delivered, and the last day on which all trash will be cleaned up and all equipment will be removed.

RAIN DATES: If you wish to request a 'rain date' for your event, please include a second copy of this Page 2, indicating below that the schedule represents rain dates.

The date(s) provided on this page represent (check one): ☐ preferred event date(s) ☐ rain date(s)

NOTE: If your event spans more than five days (a two-year research project, for example, or a four week fundraising drive), please provide comprehensive scheduling information in an appropriate format on a separate sheet of paper.

Day 1	Date: _____			
Starting times:	Set up: _____	Registration _____	Event: _____	Clean up: _____
Ending times:	Set up: _____	Registration _____	Event: _____	Clean up: _____

Day 2	Date: _____			
Starting times:	Set up: _____	Registration _____	Event: _____	Clean up: _____
Ending times:	Set up: _____	Registration _____	Event: _____	Clean up: _____

Day 3	Date: _____			
Starting times:	Set up: _____	Registration _____	Event: _____	Clean up: _____
Ending times:	Set up: _____	Registration _____	Event: _____	Clean up: _____

Day 4	Date: _____			
Starting times:	Set up: _____	Registration _____	Event: _____	Clean up: _____
Ending times:	Set up: _____	Registration _____	Event: _____	Clean up: _____

Day 5	Date: _____			
Starting times:	Set up: _____	Registration _____	Event: _____	Clean up: _____
Ending times:	Set up: _____	Registration _____	Event: _____	Clean up: _____

PART IV: Event Diagram

Unless instructed otherwise by DEEP, you must submit a diagram of your proposed event with this application. Where applicable, the diagram should include the locations of all equipment to be set up (i.e. tents, stages, generators, portable sanitary facilities, signage, etc.), a course map showing any route to be followed for a race or walk-a-thon, and any other relevant activities, such as locations of gates that need to be opened or necessary traffic control points.

PART V: Event Information - Prior Events

Has this event been held by the applicant at this location within the preceding two calendar years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the organizer for this event be the same person who organized the prior event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the details of this event differ in any way from the details of the most recent prior event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you request in advance, or did DEEP assign in advance, any staff to assist with the prior event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did your prior event require any unforeseen assistance or supervision by DEEP staff once underway?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you receive an invoice for staff overtime reimbursement associated with your previous event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you received an invoice, has it been paid in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please estimate the following attendance information regarding your previous event at this location: Date(s): _____

(# of Event Participants: _____) (# of Spectators: _____) (# of Event Staff: _____) (# of Cars: _____) (# of Buses: _____)

PART V: Event Information - Attendance, Access, and Parking

Please predict the following attendance information regarding your currently requested event:

(# of Event Participants: _____) (# of Spectators: _____) (# of Event Staff: _____) (# of Cars: _____) (# of Buses: _____)

NOTE: All Connecticut state parks and forests are open daily from sunrise to sunset. Facilities that have main gates normally close them to vehicular traffic daily between sunset and 8:00 a.m. Some facilities close their main gates to vehicular traffic for the entire winter season. Additionally, some gates within park or forest interiors are normally closed at all times to vehicular traffic, but can be opened by DEEP for events on a case by case basis.

Does the facility you are requesting have a main gate that is normally locked overnight?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the main gate at your requested facility scheduled to open at 8:00 a.m. on the dates you requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you requesting vehicular access through a main gate before 8:00 a.m.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you requesting vehicular access through a main gate after sunset?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you requesting vehicular access through a main gate that is closed for the winter season?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you requesting vehicular access through any normally locked interior gates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate the time you are requesting the interior gate(s) be opened:	_____ am/pm	
and, please indicate the time at which the gate(s) can be closed:	_____ am/pm	
(NOTE: Please indicate gate locations on the event diagram, including the opening and closing times.)		
Will the parking facilities at the location requested be adequate for the number of vehicles expected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be requesting other areas for parking in addition to any areas already designated for parking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain: _____		
Will parking require traffic control on roads or highways leading to, or passing through DEEP property? (If yes, you must make arrangements with state or local police for coverage on public roads and highways outside DEEP property, or that pass completely through DEEP property.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will any parking operations require traffic control on any DEEP roads open to traffic within the park? (If yes, please indicate traffic control points on the event diagram.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART V: Event Information - Registration and Donations

Is the licensee recognized by the U.S. Internal Revenue Service as a nonprofit organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this event be charging a registration fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this event be pre-registering participants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will this event be registering participants onsite the day of the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will donations in the form of checks made payable to a registered nonprofit be accepted at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will donations in the form of cash or checks made payable to an individual be accepted at this event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART V: Event Information - Registration and Donations (continued)

Describe all registration fees to be charged. Include pre-registration and onsite registration, as well as all acceptable methods of payment, including checks made payable to a registered nonprofit, checks made payable to an individual, and cash:

Describe where and how donations will be accepted, including all acceptable methods of payment:

PART V: Event Information - Food and Beverages

Will complimentary beverages be made available at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will complimentary food be made available at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will beverages be available for purchase from your organization at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will beverages be available for purchase from a third party vendor at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will food be available for purchase from your organization at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will food be available for purchase from a third party vendor at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If pre-packaged food will be made available, will it be offered in its original factory packaging?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If fresh food will be made available, will it be prepared off-site and delivered to the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If fresh food will be made available, will it be prepared on-site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Describe all food and beverages being made available, including whether each item is complimentary or available for purchase, whether they are pre-packaged or freshly prepared, and whether they are prepared off-site or prepared on-site:

PART V: Event Information – Souvenirs and Other Merchandise

Will complimentary souvenirs or other merchandise be made available at your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will souvenirs or other merchandise be available for purchase from your organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will souvenirs or other merchandise be available for purchase from third party vendors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Describe all souvenirs or other merchandise being made available, including whether each item is complimentary or available for purchase, and from whom it will be available, either your organization or a third party vendor:

PART V: Event Information – Other Commercial Activity

Other than the sale of food, beverages, souvenirs and other merchandise, will any aspects of the requested activity be engaged directly or indirectly in commercial activity or private gain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please describe in detail:

PART V: Event Information – Restrooms

Are adequate public restrooms available at the location(s) requested on the date(s) requested?

☐ Yes ☐ No

If no, do you plan to provide portable sanitary facilities?

☐ Yes ☐ No

If you plan to provide portable sanitary facilities, please describe the number of units you will provide, the date they will be delivered, and the date they will be removed:

Number of Units: _____ Delivery Date: _____ Pick-up Date: _____

PART V: Event Information – Garbage and Recycling

NOTE: Aside from the main service dumpsters, the DEEP does not provide garbage or recycling receptacles. The licensee must provide its own individual receptacles for the event.

Will your event possibly generate any garbage (including items brought by participants or spectators)?

☐ Yes ☐ No

Will you be providing garbage receptacles for event garbage?

☐ Yes ☐ No

Do you plan to remove garbage from the premises yourself at the end of the event?

☐ Yes ☐ No

Subject to availability, are you requesting access to DEEP dumpsters for event garbage?

☐ Yes ☐ No

Do you plan to provide your own dumpster for event garbage?

☐ Yes ☐ No

NOTE: If you must provide receptacles for garbage at your event, you must also provide appropriate receptacles for recycling. See [Managing Waste and Recycling at Special Events and Other Venues](#) on the DEEP website for more information on required recyclables and on how to "green" your event.

Will your event possibly generate recyclables (including items brought by participants or spectators)?

☐ Yes ☐ No

Do you plan to remove recyclables from the premises yourself at the end of the event?

☐ Yes ☐ No

Subject to availability, are you requesting access to DEEP dumpsters for event recyclables?

☐ Yes ☐ No

Do you plan to provide your own dumpster for event recyclables?

☐ Yes ☐ No**PART V: Event Information – Utilities**

NOTE: Access to DEEP water supplies and electrical outlets is available by permission only.

Will your event require access to a DEEP water supply?

☐ Yes ☐ No

Will your event require electricity?

☐ Yes ☐ No

Subject to availability, are you requesting access to DEEP electrical outlets?

☐ Yes ☐ No

Will you be providing your own generators?

☐ Yes ☐ No**PART V: Event Information – Noise**

Regulations of Connecticut State Agencies, Section 23-4-1(x), and Division of State Parks and Public Outreach Policy #802 both prohibit noise that infringes on the ability of other visitors to enjoy state park or forest properties. For this reason, amplified music is limited in most facilities, and is strictly prohibited at Sherwood Island State Park. Please indicate which, if any, of the following noise-making activities or devices you are requesting as part of your event:

Public address system: ☐ Yes ☐ NoRecorded music provided by the licensee: ☐ Yes ☐ NoBullhorn: ☐ Yes ☐ NoRecorded music broadcast by a radio disc jockey: ☐ Yes ☐ NoStarting gun: ☐ Yes ☐ NoLive acoustical band: ☐ Yes ☐ NoFireworks: ☐ Yes ☐ NoLive amplified band: ☐ Yes ☐ NoCombustion engines: ☐ Yes ☐ No

Other (explain): _____

☐ Yes ☐ No

PART V: Event Information – Tents and Temporary Structures, Signs or Markings

(The locations of any items indicated in this section must be indicated on the Event Diagram. Also describe the dimensions of all tents, stages and signs, and describe the materials and methods used for course markings.)

Will any tents be erected for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will any stages be erected for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any tents be larger than 10' x 10'?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will any fencing be erected for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will tent coverage exceed 400 square feet?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will any signs be posted for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any tents be erected by a commercial tent supplier?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will any course markings be used for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any tents be erected directly by the licensee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will any other temporary or inflatable structures be erected for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART V: Event Information - Staffing

NOTE: Aside from reviewing this application and processing the license, the DEEP cannot commit regular staff time to support special events. The licensee is encouraged to provide its own staff wherever possible, however assistance may be available from DEEP staff on an overtime basis. The DEEP also reserves the right to assign any additional staffing that it deems necessary to facilitate an event or activity. Whether requested by the applicant or assigned by DEEP, the licensee shall be responsible for reimbursing the DEEP for the cost of the overtime paid to DEEP staff.

NOTE: Any and all law enforcement services retained for this event shall be retained through Division of State Environmental Conservation Police, and no outside law enforcement services shall be retained without written permission from DEEP.

Will the licensee provide sufficient staff of its own to facilitate this event without assistance from DEEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the licensee requesting any law enforcement assistance from DEEP: (If yes, you must submit Attachment A with this application?)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the licensee requesting any park maintenance assistance from DEEP? (If yes, you must submit Attachment A with this application)	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART V: Event Information – Miscellaneous

Will the event involve the use of any replica firearms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the event require the presence of EMT's?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event involve the use of any other weapons, either real or replica?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the event require the presence of lifeguards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the event involve any games of chance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the event involve dogs?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered Yes to any of the above, provide an explanation:

Will you be conducting scientific research as part of your activities? (If yes, you must include a copy of the research methodology with this application.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you wish to reserve a park shelter with this event? (If yes, you must reserve it separately at www.ct.gov/deep/parkfacilitiesrental)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Part VI: Standard License Terms and Conditions

Any Special Use License will typically include terms that address the subjects below. This list is not comprehensive. It is merely intended to highlight the most frequently overlooked or misunderstood terms that are standard in most licenses. Other standard terms usually apply, but they also appear elsewhere in statute or regulation already, so they are not included with this list.

EXCLUSIVITY: A Special Use License does **not** confer exclusive use of any DEEP property for an event or activity. All areas shall remain open and accessible to the general public daily between sunrise and sunset.

INDEMNITY: The licensee shall indemnify, defend and hold harmless the State of Connecticut and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all claims arising, directly or indirectly, in connection with this license.

INSURANCE: The licensee shall obtain commercial general liability insurance in the amount of \$1,000,000. The licensee shall provide the LICENSOR with a Certificate of Insurance naming the 'State of Connecticut, DEEP' as an Additional Insured.

OTHER PERMITS: The licensee shall be solely responsible for securing any other licenses, permits, approvals or waivers required by any other federal, state, regional or municipal authority having jurisdiction over the activities authorized herein.

SAFETY: The licensee shall make every reasonable effort to protect the safety of participants and spectators.

Applicant Name: _____

Event Location: _____

Event Date: _____

PART VII: Applicant Certification

"I hereby certify that the information I have provided herein is true, accurate and complete to the best of my knowledge. I further certify that I have reviewed all the information contained herein, and I accept any and all obligations or limitations as described."

Signature of Applicant

Date

Name of Applicant (print or type)

Title of Applicant (if applicable)

PART VIII: State Parks Application Approval Confirmation

The Division of State Parks and Public Outreach will be providing staff assistance for this event: ☐ Yes ☐ No

"I have reviewed the information herein, and I approve of this event as described in this application, including any additional conditions as described below or attached on additional pages."

Name of Park Supervisor
(print or type)

Signature of Park Supervisor

Date Approved

Additional Conditions:

PART IX: DEEP Police Application Approval Confirmation

The Division of State Environmental Conservation Police will be providing officers for this event: ☐ Yes ☐ No

"I have reviewed the information herein, and I approve of this event as described in this application, including any additional conditions as described below or attached on additional pages."

Name of Sergeant (print or type)

Signature of Sergeant

Date Approved

Additional Conditions:

Special Use License Application - Staff Assistance Attachment

Applicant Name: _____

Event Location: _____

Event Date: _____

The licensee is encouraged to provide its own staff wherever possible, however assistance may be available from Department of Energy and Environmental Protection (DEEP) staff on an overtime basis. The DEEP also reserves the right to assign any additional staffing that it deems necessary to safely facilitate an activity. Whether requested by the applicant or assigned by DEEP, the licensee shall be obligated to reimburse the DEEP for its actual costs incurred to provide supporting staff for the activity requested in this application. As part of the application review process, the DEEP will calculate an advance estimate of reimbursement costs to help the licensee budget for the expense. Actual costs will be calculated after the event or activity and the licensee will receive an invoice for the final total.

****NOTE**:** Any and all law enforcement services provided on DEEP property shall be arranged through the DEEP, and no outside law enforcement personnel shall be retained by the licensee for any purpose.

If you are requesting DEEP staff assistance, please provide the necessary information in the table below. Use additional pages as necessary. The DEEP shall have the final determination on how much and what type of staff assistance is needed for an event or activity, and may assign staff in addition to that which has been requested by the applicant.

Park Maintenance Position Titles: Park Supervisor, Maintainer, Seasonal Ranger

Law Enforcement Position Titles: Conservation Sergeant, Conservation Officer

Park Maintenance Duties: Open Early, Close Late, Parking Lots, Bathrooms, Garbage, Other (explain)

Law Enforcement Duties: Traffic Control, Crowd Patrol, Security Services, Other (explain)

Position Title	Date	Begin Time	End Time	Duties Assigned	
					<input type="checkbox"/> Requested by Applicant <input type="checkbox"/> Required by DEEP
					<input type="checkbox"/> Requested by Applicant <input type="checkbox"/> Required by DEEP
					<input type="checkbox"/> Requested by Applicant <input type="checkbox"/> Required by DEEP
					<input type="checkbox"/> Requested by Applicant <input type="checkbox"/> Required by DEEP
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